

Note: This method does not work with Labor and Travel money.

## Example

### WITHOUT HIERARCHY

Funds Center	Budget	Commitment	Obligation	Cost
10-212	\$ 110,376.00	\$ 110,375.80	\$ 110,375.80	\$ 110,375.80
10-212-65	\$ 1,824,679.00	\$ 1,824,679.00	\$ 1,824,679.00	\$ 1,706,279.00
10-370	\$ 4,129,470.55	\$ 4,079,675.40	\$ 4,079,675.40	\$ 4,079,675.40
10-370-03	\$ 272,000.00	\$ 72,000.00	\$ 72,000.00	\$ 72,000.00
10-370-16	\$ 3,086,467.00	\$ 3,047,959.16	\$ 3,037,959.16	\$ 2,480,752.29
10-370-17	\$ 155,000.00	\$ 155,000.00	\$ 155,000.00	\$ 155,000.00
10-370-22	\$ 1,376,700.00	\$ 1,376,700.00	\$ 1,376,700.00	\$ 1,340,660.49
10-370-29	\$ 280,000.00	\$ 280,000.00	\$ 280,000.00	\$ 200,000.00
10-430	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00
10-470-28	\$ 70,000.00	\$ 70,000.00	\$ 0.00	\$ 0.00
10-689	\$ 531,142.00	\$ 531,142.00	\$ 531,142.00	\$ 531,142.00
10-732-40	\$ 1,756,347.00	\$ 1,756,347.00	\$ 1,756,347.00	\$ 1,549,960.00
10-732-50	\$ 2,247,059.00	\$ 1,946,503.26	\$ 1,946,503.26	\$ 1,925,432.61
10-732-60	\$ 50,000.00			
10-784-40	\$ 309,479.00	\$ 309,479.00	\$ 309,479.00	\$ 124,479.00
10-784-50	\$ 8,262,537.00	\$ 7,875,893.00	\$ 7,552,767.00	\$ 5,135,880.89
10-879	\$ 464,000.00	\$ 464,000.00	\$ 464,000.00	\$ 464,000.00
1021-370	\$ 46,270.00	\$ 46,270.00	\$ 46,270.00	\$ 46,270.00
1051-212	\$ 4,825.00	\$ 4,825.00	\$ 4,825.00	\$ 4,825.00
1051-370	\$ 93,139.00	\$ 93,139.00	\$ 93,139.00	\$ 93,139.00
1051-879	\$ 8,133.00	\$ 8,133.00	\$ 8,133.00	\$ 8,133.00
1072-370	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00
<b>Overall Result</b>	<b>\$ 25,382,623.55</b>	<b>\$ 24,357,120.62</b>	<b>\$ 23,953,994.62</b>	<b>\$ 20,333,004.48</b>

### WITH HIERARCHY

Funds Center	Budget	Commitment	Obligation	Cost
<b>Overall Result</b>	<b>\$ 25,382,623.55</b>	<b>\$ 24,357,120.62</b>	<b>\$ 23,953,994.62</b>	<b>\$ 20,333,004.48</b>
▷ 212	\$ 1,939,880.00	\$ 1,939,879.80	\$ 1,939,879.80	\$ 1,821,479.80
▷ 370	\$ 9,444,046.55	\$ 9,155,743.56	\$ 9,145,743.56	\$ 8,472,497.18
▷ 430	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00	\$ 300,000.00
▷ 470	\$ 70,000.00	\$ 70,000.00	\$ 0.00	\$ 0.00
▷ 689	\$ 531,142.00	\$ 531,142.00	\$ 531,142.00	\$ 531,142.00
▷ 732	\$ 4,053,406.00	\$ 3,702,850.26	\$ 3,702,850.26	\$ 3,475,392.61
▷ 784	\$ 8,572,016.00	\$ 8,185,372.00	\$ 7,862,246.00	\$ 5,260,359.89
▷ 879	\$ 472,133.00	\$ 472,133.00	\$ 472,133.00	\$ 472,133.00

## Step 1: Activate the Hierarchy

Left click on the Funds Center title in the Navigation block to display the Enhanced Menu. Select Activate Hierarchy.

**Navigation block:**

Budget Subtype	Budget Version	Business area
Chart of accounts	Commitment item	Cost Element
Cost center	Document Number	FM area
Fiscal year	Functional area	Fund
Fund Type	Funds Center	G/L Account
Network	Network activity	Order
PRReq (Ref in PO also)	Period/Fiscal Year	Project Definition

Left click the Funds Center title to display the **Enhanced Context Menu**

- Back
- Back to Start
- Select Filter Value
- Remove Filter
- Expand
- Swap Funds Center with
- Remove Drilldown
- Swap Axes
- Activate Hierarchy**
- Sort Funds Center
- Goto
- Export as ...
- Bookmark
- Properties
- Query Properties
- Variables Entry
- Currency Translation
- Basic Menu

From the Enhanced Menu, Select **Activate Hierarchy**


## Step 2: Filter Data as Needed

Select filter values for Funds Center. Uncheck the overall FUNDS CENTER HIERARCHY and expand at Agency level to select the appropriate UPNs.

**Navigation block:**

Budget Subtype	Budget Version
Chart of accounts	Commitment item
Cost center	Document Number
Fiscal year	Functional area
Fund Type	Funds Center
Network	Network activity

Select the Filter Icon for Funds Center



**Filter Value For Funds Center Choose**

Uncheck → ☒ FUNDS CENTER HIERARCHY FUNDS CENTER HIERARCHY

Expand → ☐ Agency NASA/NASA

☐ Not Assigned (71) Funds Center (s) REST\_H

[Transfer](#) [Back](#) [Search On](#)

Scroll down the list and  
select all UPNs to be  
displayed in the report

Transfer when  
done making  
selections

Filter Value For Funds Center Choose - Microsoft Internet Explorer

<input type="checkbox"/>	▷ Launch & Landing Operations	NASA/987
<input type="checkbox"/>	▷ Systems Management	NASA/989
<input type="checkbox"/>	▷ Investment for Academic Programs	NASA/990
<input checked="" type="checkbox"/>	▷ Payload Integration	NASA/991
<input checked="" type="checkbox"/>	▷ Functional Carrier Account	NASA/992
<input checked="" type="checkbox"/>	▷ Mission Operations	NASA/995
<input checked="" type="checkbox"/>	▷ Program Support	NASA/996
<input type="checkbox"/>	▷ Common-Use Carrier Account	NASA/997
<input type="checkbox"/>	▷ CoF Minor Programs PY1994 & Prior	NASA/CFMP
<input type="checkbox"/>	Code C-Office of Headquarters Operations	NASA/CODE-C
<input type="checkbox"/>	▷ Code M-Office of Space Flight	NASA/CODE-M
<input type="checkbox"/>	▷ Code R-Office of Aerospace Technology	NASA/CODE-R
<input type="checkbox"/>	Code S-Office of Space Science	NASA/CODE-S
<input type="checkbox"/>	▷ Code M-Office of Space Flight	NASA/CODE-Y
<input type="checkbox"/>	▷ Corporate	NASA/CORPORATE
<input type="checkbox"/>	▷ Not Assigned (71) Funds Center (s)	REST_H

Transfer Back Search On

## Step 3: Modify the Properties as Needed

Funds Center

Display
Key
Sort by
Key
Sort Direction
Ascending
Suppress Results Rows
With Only One Value

Show Following Attributes

☐ Cognizant Office (CI)
Text
1
☐ Business area
Key and text
2
☐ Pers.Resp.Name
Key
3
☐ User Name
Key
4
☐ Budget Line Item (BL)
Text
5
☐ Cognizant Sender Off
Text
6
☐ Secondary Lead Cente
Text
7
☐ Lead Center
Text
8
☐ Program Area
Text
9
☐ Program
Text
10
☐ Program Office
Text
11
☐ Subauthorization Rec
Text
12

Display Hierarchy
☒ Active
Master Data Hierarchy for FM area NASA
☐ Expansion Level
3

Display of Hierarchy Nodes
Funds Center
Key
Hierarchy node(s)
Key

Transfer
Back

Modify to display Key and Text, Text Only, etc.

Modify the Default Expansion level for the Hierarchy Display

Modify to display Key and Text, Text Only, etc.

**Warning/Tip:** Trying to change the Display property after the Hierarchy has been activated does NOT always work. Recommend changing the Display property PRIOR to activating the Hierarchy.